



CITY OF ATLANTA

Job Announcement

ACCOUNTING TECHNICIAN

STARTING SALARY: \$25,943

Salary Grade: 9

Applications Accepted From: August 29, 2005 until September 2, 2005

Minimum Job Requirements

Persons applying must have all of the following to qualify: High School Diploma/GED and two years of clerical accounting or budget experience; or an equivalent combination of education, training, and experience.

Duties of the Job:

This employee maintains daily logs for invoices, vouchers and requisitions; prepares documents for data entry into the computer system for online access; verifies and reconciles various account information; posts in general ledger accounts; files or prepares documents for storage on microfilm; complies and verifies information within set deadlines as needed to prepare periodic financial and activity reports; prepares balance sheets, statements, receiving reports, requisitions, invoices, purchase orders, and requests for information; prepares and maintains payroll or invoices on a daily basis to record data; prepares financial statements and reports to reflect data; resolves statements or accounts; utilizes computer and related software to complete various reports, letters, and other documents and to enter data; etc.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, OR HIGHLY QUALIFIED.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.